



**Xavier Charter School  
Board Meeting Minutes  
April 18, 2024  
6:00 p.m.**

**I. Roll Call Attendance**

6:03 p.m. Debbi Burr, in the Chair. Debbi Burr – Present, Melissa Crane – Present, Amy Wendler – Present, Marc Astin – Present, and Nicole Wilson – Present

**II. Pledge of Allegiance**

**III. Approval of Agenda –**

**Motion:** To approve the consent agenda

**Made by:** MC

**Seconded by:** AW

**Result:** All present in favor; motion carries

**IV. Consent Agenda –**

- a. Approval of Minutes from the March 14th, Regular Board Meeting
- b. Approval of March Accounts Payable
- c. Approval of March Building Petty Cash Accounts Payable
- d. Approval of Special Meeting Minutes March 18<sup>th</sup>, 2024
- e. Approval of Special Meeting Minutes April 8<sup>th</sup>, 2024
- f. Approval of Safety Meeting Minutes April 11<sup>th</sup>, 2024
- g. Policies: (2<sup>nd</sup> Reading) 3260, 3261, 5360
- h. Policies: (Post Spring Updates) (2<sup>nd</sup> Reading) 3345, 3345F, 2140, 2140F
- i. XCS Tenets

**Motion:** To approve the consent agenda

**Made by:** MC

**Seconded by:** AW

**Result:** All present in favor; motion carries

**V. Public Input –**

**VI. Reports/Discussion Items –**

- a. **Student Government Report** – Will report back next month.
- b. **PFA Report/Financials** – Mrs. Renee Robbins reported on recent and current fundraisers including, Papa John’s spirit night, kiwi loco sales and an upcoming Chick-fil-A spirit night to take place on May 7<sup>th</sup> from 5-8pm. Sales from the March Book Fair raised a total of \$1,700 and the Jog-a-thon total is currently \$8,620. The PFA’s next meeting will be held on May 23<sup>rd</sup>. Please keep a lookout for information regarding PFA board elections for the upcoming school year.
- c. **K-6 and 7-12 Lead Teachers/HOS/AHOS/Building and Maintenance Reports** –

**Mr. Moon, Head of Schools** – Mr. Moon reported on current enrollment numbers. The numbers remain steady. The enrollment lottery for this next year is open now. 576 students are already registered for return in the 2024/2025 school year. New parent/student orientation will take place this month on April 30th. The PFA will join the group and share info regarding their organization. Mr. Moon mentioned that the first 5 per grade on the waiting list will be included in preparation for openings.

He reported on his recent attendance at the State Legislative meeting where discussions pertaining to current bills were the topic including a review of items that would affect traditional schools and/or charter schools. Superintendent Critchfield and Representative Clow shared efforts to keep funds intact that were already promised to charter schools in the year prior, as well as, sponsoring a trailer bill to hold off on a reduction in property tax for at least one more year.

**Debbi Burr, Board Chair** - Reported on the status of board elections. 3 seats will come available and will need to be filled in June 2024. Debbi Burr, Marc Astin and Nicole Wilson will term out of their current positions. Nicole Wilson would like to stay on the board and enter a new term. 2 others have also shared interest in joining the board.

**Mr. Goss, Assistant Head of Schools** – Reported on the ISAT testing that is currently being administered at XCS that can now be used as a direct admissions test for 8 colleges in Idaho. Proving very beneficial to achieve a high test score. He shared results from the end of year senior examination which gives seniors the chance to share literacy exploration and expression through speech. This Q&A gave students the opportunity to share their most impactful experiences here at XCS. He stated that the graduation program is still in the process of coming together. Deadlines for student speeches during the event have been set.

**Mrs. Liz Parker** – Shared a proposal to the board on the possibility of incorporating 3 new class course options including, Humanities Art Analysis for students 9th-12th grades and a dual credit course that would be provided to students in 11<sup>th</sup> and 12<sup>th</sup> grades that have already taken biology as a 2 part course in Health care careers and Medical terminology – these would be considered as elective courses.

**Mrs. Hilary Harm** – Reported that ISAT testing is currently taking place for elementary students and during the last week in April grades 3-6 will be taking the Classic Learning test. A dashboard 30 days from the test date will share results from this first round of testing. Mrs. Harm is looking in to additional Latin class curriculum options and will report back on her review of items.

**Building Facilities** – RFP bid has been accepted and is moving forward. The Lawn mower has been picked up and is on campus. Track Installation drawings are being looked at. Bids for new carpeting and paint in the elementary halls are being obtained. Lights are included in the plans for updates and are already in the budget. Student crews will be able to help pack up and move items out for easy updates. Parking lot resealing is being considered.

- d. **Arcadia Summer Admin Training** – This training would be set to happen during the summer in mid-June and would be best benefited if split into 2 training sessions. One for returning staff and for onboarding of new staff. Costs for this training would start at \$15,000 plus travel costs. Results from the last training course were successful and remain an outline of approach for the teaching and administration staff at XCS.
  - e. **Data Update-iStation** – This data includes state comparisons in reading and math performance and improvement scale averages for K-6th grades from the start of the year through March 2024. The report shares steady progress.
  - f. **Website Update** – The expected completion date will be mid summer. On April 30th website developers will visit XCS to take pictures and new videos to display on the website. Plans for the new site will serve options for staff to send information out to families in a timely manner.
- Board member Amy Wendler needed to leave at this time.

## VII. Action Items

### A. Action: Approval of Business Manager Report/Building Petty Cash Reconciliation –

**Motion:** To approve the monthly financial reports as presented

**Made by:** MC

**Seconded by:** NW

**Result:** Roll Call: Debbi Burr – yes, Amy Wendler – absent, Melissa Crane – yes, Marc Astin – yes, Nicole Wilson – yes. All present in favor; motion carries.

### B. Policy Review: Post Spring Updates 3545, 2140, 2140F– The board held readings on these policies. No action taken at this time.

### C. Policy Review: (1<sup>st</sup> Reading) Annual Review – 3285, 3295, 3550P, 4400, 8200, 9800F – The board held readings on these policies. No action taken at this time.

### D. Action: Approval of Arcadia Training for Teaching and Administrative Staff -

**Motion:** To approve the cost for this training in the amount of \$18,000

**Made by:** MC

**Seconded by:** MA

**Result:** Roll Call: Debbi Burr – yes, Amy Wendler – absent, Melissa Crane – yes, Marc Astin – yes, Nicole Wilson – yes. All present in favor; motion carries.

### **VIII. Executive Session as per Idaho Code 74-206**

**Motion:** To go in to Executive Session as per Idaho Code 74-206 Section (1) (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated to fill a particular vacancy or need, unless a vacancy in an elective office is being filled, (d) consider records that are exempt from disclosure as provided in chapter 3, title 9, Idaho Code; at 9:26 pm.

**Made by:** MC

**Seconded by:** MA

**Result:** Roll Call: Debbi Burr – yes, Amy Wendler – absent, Melissa Crane – yes, Marc Astin – yes, Nicole Wilson – yes. All present in favor; motion carries.

**Motion:** To come out of Executive Session at 9:50 pm.

**Made by:** MC

**Seconded by:** MA

**Result:** Roll Call: Debbi Burr – yes, Amy Wendler – absent, Melissa Crane – yes, Marc Astin – yes, Nicole Wilson – yes. All present in favor; motion carries.

### **IX. Action Resulting from Executive Session**

**Motion:** Motion to approve employee A as.

**Made by:** MC

**Seconded by:** MA

**Result:** Roll Call: Debbi Burr – yes, Amy Wendler – yes, Melissa Crane – yes, Marc Astin – yes, Nicole Wilson – yes. All present in favor; motion carries.

**Motion:** Motion to approve

**Made by:** MC

**Seconded by:** NW

**Result:** Roll Call: Debbi Burr – yes, Amy Wendler – yes, Melissa Crane – yes, Marc Astin – yes, Nicole Wilson – All present in favor; motion carries.

**X. Adjourn**

**Motion:** To adjourn at 9:55 pm

**Made by:** MC

**Seconded by:** MA

**Result:** All present in favor; motion carries

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**Signature of Board Secretary**

**Date**

**Recorded by MJ**